



## JOB DESCRIPTION

Position Title: **Senior Technician**

Working Area: **Benefits Administration**

Class Code: 5326

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

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### **Major Function**

Specialized work in the support of the County's group insurance and benefits programs.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Receives and processes insurance reports, and claims under the groups health, and life programs.

Responsible for receiving and processing insurance reports, collection, and analysis of data on active claims experience. Prepares group health insurance monthly reports and annual audit reports. Prepares cancer insurance monthly reports. Maintains annual experience analysis report on all insurance programs. Prepares monthly and annual quarterly management reports on insurance programs.

Participates in the analysis and review of all present and proposed insurance programs for the County.

Advises new members on the availability of various insurance programs and procedures for selecting group health insurance benefits. Serves as the County and member's liaison for all insurance programs with insurance companies, insurance service agents, doctors, hospitals, etc., regarding insurance issues.

Coordinates resolution of observed and reported problems with group health insurance company, insurance service company, doctors, hospitals, and members. Performs follow-up to ensure reported problems are resolved satisfactorily and in a timely manner.

Types correspondence, memoranda, reports, and records in support of insurance and benefits programs. Serves as recording secretary for the Sick Leave Bank Committee. Responds to inquiries related to group health insurance programs. Prepares monthly reports for life insurance and cancer insurance programs.

Coordinates the County Member Blood Bank Program.

Provides input into the budget preparation process for all benefit programs.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Extensive knowledge of the laws and regulations relating to insurance administration and benefits administration. Knowledge of updates to laws and regulations regarding group insurance. Knowledge of claims processing for insurance programs. Knowledge of benefits administration.

Ability to use standard office equipment including personal computers and associated systems. Ability to establish and maintain effective working relationships with all levels of County members, insurance companies and the general public. Ability to communicate both orally and in writing. Ability to operate a personal computer and associated software.

High School Diploma or GED and three (3) years responsible experience in benefits administration, insurance programs, and program administration. Computer experience is required.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table, or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.